

## **Introduction and Process**

Writing the final report for a library's LORI Grant is an opportunity to summarize all the effort that brought the project to fruition and a way to share accomplishments. The Office of Library and Information Services (OLIS) will use the report to measure how grant projects enhanced the impact of libraries on their communities and the success of the LORI Grant program. OLIS will also use the data in the report to demonstrate to the Institute of Museum and Library Services (IMLS) the ways federal funds created successful services and programs in Rhode Island communities or statewide.

OLIS has supplied two templates to use to submit the final LORI Grant reports. Only reports prepared using the templates will be accepted. Complete the coversheet of the Final Report template. For each numbered section of the template, type all requested information and analysis directly into the template using the space provided for each section. Do not paste PDFs into the template. Keep all responses concise. OLIS will use your responses to complete its report to the IMLS and for some sections will take your responses and insert them into forms used by the federal reporting system. Additional instructions are on page 2 of the Final Report template.

The second template is for the project's final budget report. Use this budget form to provide details about the budget categories on the final report cover page.

During the project you have used the LORI Grant Project Evaluation Guidelines and Evaluation Tracker to conduct ongoing evaluation and collect data such as target geographic community, target age(s), target population (e.g., families), and outputs and outcomes. Refer back to the Guidelines and the Tracker you completed as you write the final report; they contain information that you will need for the report. For example, the section about Target Audiences will help you answer final report question #9 about who benefited from the project.